

CHAPTER OVERVIEW

This chapter discusses the procedural processes involved when an employee of the Children's Division (CD) inquires about becoming a foster parent, or is being considered for the adoption of a child through the Children's Division.

10.1 Foster Parenting

10.2 Adoption

10.1 FOSTER PARENTING

NOTE: When a Children's Division employee inquires about becoming a foster parent, or is being considered for the adoption of a child through the Children's Division, the following procedure is to be followed.

- 1) CD staff may serve as foster parents for public and private agencies **other than our division**. If employees provide foster care services for another agency, they may not accept for placement, a child who is in the custody of CD. This includes emergency foster care and respite care. The only exceptions to this policy are:
 - a) A child in the custody of CD may be placed with an employee if all parental rights have been terminated and the intent is for that employee to adopt the child. In this situation, the Division will refer the employee to an agency with a special adoption contract to provide supervision of the placement.
 - b) If a child relative or child of a close friend of an employee is placed in the custody of CD, and it is in the best interest of the child to be placed with the employee, case management services shall be provided by a contracted agency or contracted individual provided by a contracted agency.
 - c) If a child, under the supervision of CD, is placed in the physical custody of an employee, the Division will contract with another agency for supervision and the home study.

10.2 ADOPTION

Children's Division employees who want to adopt a child must be approved by a child placing agency or adoption intermediary other than CD. If the employee utilizes an agency with which CD contracts and intends to adopt a child in CD custody, the Division will pay for the cost of the adoptive study.

CD employees may adopt a child in the custody of the Division as long as:

- a) Custody is transferred to the adoptive parent or another child placing agency when the child is placed in the home; and
- b) Someone other than CD provides supervision.

When a CD employee is being considered for the adoption of a child in CD custody, two different procedures are to be used:

- a) If the employee is from a different county than the available child's case manager county, the staffing process may remain the same.
- b) If the employee is from the same county as the available child, the child's adoption staffing is to take place in a county other than the county where the employee is based, (i.e., neighboring county).
 - 1) In the situations where the child and employee are from the same county, the case manager county is to contact their Area Office representative to request assistance in assigning the staffing to an alternative county.
 - 2) The alternative county that has been assigned to conduct the staffing is to follow the procedures set forth previously in this manual.

Related Subject: Section 4, Chapter 28, Selecting Adoptive Families.

- 3) In addition to conducting the staffing, the selection committee in the assigned county will ultimately be responsible for making the recommendation of the family that the team selects.

NOTE: The child's case manager and their supervisor are mandatory members of the selection committee and therefore must be a part of this committee. They are only to provide information about the child and to answer any questions that may arise. The child's case manager and their supervisor will abstain from participating in the recommendation of a family for a child.

Related Subject: Section 4, Chapter 28, Selecting Adoptive Families.

- 4) If the employee is selected as placement resource for the child staffed, the Area Office is responsible for obtaining supervision for the placement through a licensed child-placing agency. The Area Office will provide a copy of the child and family's record to the licensed child-placing agency and retain the original file in the Area Office.
- 5) Once the child's adoption has been finalized, the Area Office will assign a neighboring county to the employee, in order to provide case management services, related to adoption subsidy, to the employee. The assigned county will be responsible for requests throughout the duration of the subsidy.

MEMORANDA HISTORY: